

**Board of State
Prison Commissioners**

BRIAN SANDOVAL
Governor
CATHERINE CORTEZ MASTO
Attorney General
ROSS MILLER
Secretary of State



**STATE OF NEVADA
DEPARTMENT OF CORRECTIONS**

Northern Administration
Educational Interns & Volunteers
P.O. Box 7011, Carson City, NV 89702
Phone: (775) 887-3285 - Fax: (775) 887-3138



BRIAN SANDOVAL
Governor

JAMES G. COX
Director

SHERYL FOSTER
Deputy Director

Southern Administration
All Other Volunteers
3955 W. Russell Rd., Las Vegas, NV 89118
Phone: (702) 486-9938 - Fax: (702) 486-9987

Nevada Department of Corrections Volunteer Requirements

Thank you for your interest in volunteering with the Nevada Department of Corrections. Below is a summary of the requirements for becoming a volunteer.

- 1) All volunteers must apply to provide services in a RECOGNIZED and APPROVED VOLUNTEER PROGRAM.
(Ref. AR 802.01 Sec 5F)
- 2) Doc 3532-V Consent for Release of Criminal History Records (original signed form required) **Note: all sections must be completed or your application cannot be processed. Please pay special attention to the inquiry regarding ALL STATES you have ever lived in.** (Ref. AR 802.01 Sec. 4)
- 3) Doc 3504-V Volunteer Request Form (original signed form required) (Ref. AR 802.01 Sec. 4)
- 4) Initial Two-Step TB Testing (see below). This is a volunteer incurred expense and the choice of medical facility is yours. (Ref. AR 802.01 Sec. 5B)

Two-Step TB testing

In some persons who are infected with tuberculosis, the ability to react to a TB skin test may decrease over time. These people, on the first test may actually test as negative.

The **two-step testing** procedure is used in these people to stimulate the immune system. If they are positive this will increase the chances for a more accurate result. Giving a second tuberculin skin test is called **two-step testing**. The testing can be accomplished in three visits.

Visit 1: (day #1)

The first skin test is applied and the individual returns for the test to be read, usually within 7 days.

Visit 2: (day #7)

The first skin test is read. If the first test is positive, it indicates that the individual is infected with TB and a chest X-ray and medical evaluation is necessary.

If the initial test is negative a second skin test is applied.

Visit 3: (48-72 hours after visit #2)

The second test is read. A positive 2nd test indicates TB infection in the distant past and requires chest x-ray and medical evaluation.

A negative test indicates the person is Ok and can be re-tested annually.

- 5) Annual Renewal of (single step) TB tests. (**TB Test Results Only** may be faxed to : 702-486-9987) **Your annual renewal TB test result must be submitted within 365 days of your prior year's TB test results.**
(Ref. AR 802.01 Sec. 5C)
- 6) If you have tested positively to a TB test in the past then the alternative is a copy of a chest x-ray/ radiology report and an annual letter from your physician confirming that you are free of tuberculosis and are exhibiting no active symptoms of the disease. Your physician should supply this information in written form with his/her address/contact information.

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Nevada Department of Corrections Volunteer Requirements **(Continued)**

- 7) Successful completion of the NDOC Volunteer Training Program. (Ref. AR 802.01 Sec. 5D)
(Including NDOC Security Regulations and NDOC Security Guidelines) and signed copies of the following documents:
- Nevada Department of Corrections – Volunteer Agreement (DOC 012-V)
 - Nevada Department of Corrections - Confidentiality Agreement (DOC -1099-V)
 - Nevada Department of Corrections – Departmental Tobacco Product Prohibition Acknowledgement form (DOC-10104-V)
 - Information Technology and Telecommunications Devices AR Acknowledgment Form (DOC 003-V)
 - Volunteer and/or Educational Staff and Interns Service Agreement (DOC 013-V)
 - Nevada Department of Corrections Prison Rape Elimination Act PREA Survey (DOC 1057 (09/12))
- 8) Refresher Volunteer Training is required every three years. (Ref. AR 802.01 Sec. 5E)
- 9) Dual Status is prohibited. A volunteer cannot be both an approved visitor to an NDOC Inmate and a Volunteer. (Ref. AR 802.02 Sec. 1)
- 10) Any volunteer who has not volunteered in a Department facility or institution during a six month period will be dropped from the approved volunteer list. (Ref. AR 802.01 Sec. 11)
1. Inactive volunteers are not allowed to reapply during the twelve month period following their inactive status. (Ref. AR 802.01 Sec. 11(1))
 2. The Department's initial volunteer training will be completed prior to re-entry into a facility/institution. (Ref. AR 802.01 Sec. 11(2))

Please visit our website at www.doc.nv.gov /About NDOC/Volunteer Information periodically, as we post important updates and information that may affect your volunteer eligibility. You can also find the Administrative Regulations at www.doc.nv.gov /About NDOC/Administrative Regulations.

We appreciate your patience as your application is processed. It requires the efforts of several departments and individuals to process your Volunteer Application and to organize and coordinate the necessary training classes.

We will do our best to expedite your application. You can help avoid unnecessary delays by ensuring that all of the required forms are completed correctly and in their entirety.

You will be kept apprised of your application process. Our preferred method of contact is via e-mail so supplying us with your e-mail address and updating when necessary will be most helpful.

Sincerely,

Nevada Department of Corrections